

The attached rescinds and replaces Attachment 1 dated 6 January 1956 to LI 40-6-4. There is no change in the basic Instruction No. LI 40-6-4.

FOR THE DIRECTOR OF LOGISTICS:



25X1A9a

Chief, Administrative Staff

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Attachment 1
22 October 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions
1.	D/L	Dept. of Defense Basic Support Agreements and Operating Agreements	D/L	Direct	As completed	Destroy only when instructed
2.	Admin. Staff	Mission and functions of all elements of OL	Admin Staff	Direct	As written or revised	Destroy when superseded
3.	Admin. Staff	Aliases and Pseudos/OL	(FI/RI)			
4.	Admin. Staff	Approved T/O for OL	Admin Staff	Machine Tabulation	Monthly (Subsequent to current month)	Automatic replacement
5.	Admin. Staff	Position Inventory for OL	Personnel Office	Microfilm	Three months	
6.	Admin. Staff	Personnel Information Cards	Personnel Office	Machine Run	Three months	
7.	Admin. Staff	OL Annual Final Budget Estimates	AS/B&F Branch	Direct	Annual	Destroy when instructed
8.	Admin. Staff	OL Instructions and Procedures	AS/R&S Branch	Direct	As Issued	Destroy upon notification of rescission
9.	Admin. Staff	List of Couriers Auth. for Top Secret	AS/MCB	Direct	As Revised Semi-Annually	Destroy when superseded

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10.	Admin Staff	Any plans applicable to Emergency Relocation Operations	Admin Staff	Direct	As Prepared	Destroy when superseded
11.	Security Staff	List of Post Office Boxes used by OL components (Project MT91)	Security Staff	Microfilmed	Annually	Destroy upon receipt of new microfilm
12.	Security Staff	List of Cleared Contractors & Personnel (Contractor and Govt. Affiliates--Project M-135)	Security Staff	Microfilmed	Annually	Destroy only when instructed
13.	Security Staff	Plant Protection Survey (by company name)	Security Staff	Direct	As Prepared	Destroy only upon instruction
14.	Planning Staff	Studies on major problems or issues which require considerable time to accomplish the recommended action, or which require coordinated joint action with other Govt. agencies	Planning Staff	Direct copies (microfilm if considered more feasible)	As Prepared	Destroy only upon instruction
15.	Planning Staff	Major Base Status Report	Planning Staff	Direct	Semi-Annual	Destroy upon receipt of new report

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16.	Planning Staff	Materiel requirements analysis and planning data relating to: <ul style="list-style-type: none"> a. T/OEA Concepts b. Force Strength c. Base Distribution concepts d. Completed Determinations of Materiel requirements e. Factor tables, weights, cubes and similar planning data 	Planning Staff	Direct copies	As prepared	Destroy only upon instruction
17.	Planning Staff	Plans and rosters applicable to the emergency relocation operations of the Office of Logistics	Planning Staff	Direct copies	As prepared or modified	Destroy only upon instruction
18.	Procurement Division	Contracts, Amendments, Letters affecting Contracts and other documents, such as Findings and Determinations, GSA Form 1036, etc. (This does not include specifications when, for security reasons, they are not made a part of OL files)	PD/A&C Staff	Direct	Currently as prepared	Destroy upon notification of completed payment

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19.	Procurement Division	Vendor Contract Cards (Cross reference record by Contractor's name of contracts awarded)	Posted by Repository to Card Record from Contracts deposited			Upon Instruction
20.	Procurement Division	Ledger, Contracts and other important papers on Foreign Arms Procurement Matters. (Project M-44)	PD/O of Chief	Microfilm Ledger-- Copies Contracts	Quarterly as received	Destroy only when instructed
21.	Procurement Division	GSA Procedural letters relating to the establishment and continuation of the General Working Fund for procurement of General Services material and supplies for special items, Region 3	PD/SPS	Microfilm, or copies when possible	As received	Destroy only when instructed
22.	Procurement Division	Purchase Documents (other than contracts)	PD/GPS	Direct (Monthly Folder)	Monthly	Retain 3 months level
		a. Purchase Orders (Folder containing all purchase orders for one month)				
		b. Military Purchase Orders (Letter Orders) (Folder containing all Letter Orders for one month)	PD/MPS	"	"	Retain 9 months level
		c. Blanket purchase Orders or Agreements	PD/GPS	Direct	As prepared	Destroy upon instruction

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23.	Procurement Division	Any written Division operating procedures or plans applicable to emergency relocation operations	PD/Off of the Chief	Direct	As written	Destroy only upon instruction
24.	Procurement Division	Project Outline, Administrative Plan, Protective Documents & Operating Procedure for Project 25X1A2g	PD/Special Projects	Direct	As changes occur	Only upon instruction
25.	Supply Division	Agency Catalog Publications	SD/ICB	Direct	As published	Withdraw upon receipt of superseding publications
26.	Supply Division	Stock Accounting Change Letters	SD/ICB	Direct	As published (Monthly)	Destroy upon receipt of semi-annual Stock Status Nomenclature Cards (Item 37)
27.	Supply Division	Alphabetical Nomenclature IBM Listing of Agency material which is catalogued	SD/ICB	IBM Tabulation	Annual Run w/Accumulative Monthly Supplements	Destroy each monthly supplement upon receipt of new monthly supplement. Destroy all upon receipt of new annual run.

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Item No.	Staff or Div	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions
28.	Supply Division	Publications: a. DSMA H 2-3, Federal Supply Classification-Alphabetic Index b. Cataloging Handbook H 6-1, Federal Item Identification Guides c. Cataloging Handbook H 2-1, Federal Supply Classification - Groups and Classes	SD/ICB	Direct	As published (approx. semi-annually)	Withdraw and return upon receipt of superseding publications
29.	Supply Division	Deeds of Trust Registered for Covert Vehicles (Project M-136)	SD/SOB/VS	Microfilm	Quarterly	Destroy only upon instruction
30.	Supply Division	Vehicle Record Cards (Project M-190)	SD/SOB	Microfilm	6 Months	Destroy upon receipt of new microfilm
31.	Supply Division	Schedules of World-wide Cold War Requirements and Assets	SD/SOB/SMS	Copy	As prepared	Destroy when superseded
32.	Supply Division	In Transit Report (MRD #311)	Machine Records	Machine Tabulation	Monthly	Automatic Replacement

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33.	Supply Division	Stock Status Records: a. In Use Reports (MRD #315) b. On Hand Reports (MRD #304)	Machine Record " "	Machine Run Cards " "	Semi-annual " "	Automatic Replacement (approx. 36M card) "
34.	Supply Division	New Balance Forward Cards a. In Use (MRD #315) b. On Hand (MRD #304)	Machine Record " "	Machine Run Cards " "	Monthly Semi-Monthly	To be merged with Item #33 above as rec'd. "
35.	Supply Division	Board Wired for the above (Items 33 and 34)	Machine Record	Board	Current	To be held until replaced
36.	Supply Div/SOB	Activity Registers Stock on Hand Stock in Use (MRD #304, 315)	Machine Records	IBM Listing	Each Cut-Off Period	To be held until the next semi-annual Stock Status Cards are run & then destroyed
37.	Supply Div/SOB	Stock Status Nomenclature Cards (MRD #399)	Machine Records	Machine Run Cards	Semi-annual	Automatic Replacement (approx 100M cards)

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Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions
38.	Supply Div/SOB	Machine Tabulation of Due-In and Due-Out Stock Reports (MRD #306)	Machine Records	IBM Tabulation	Semi-monthly	Automatic destruction of report authorized upon receipt of new report
39.	Supply Div/SOB	Monthly IBM Tabulation Stock Status Report by Family Groups (ZI) (MRD #304)	Machine Records	IBM Tabulation	Bi-Monthly	Automatic destruction upon receipt of new report
40.	Supply Division	Field Depot & Accountable Station Stock Status Reports consisting of: a. Consolidated IBM Listing b. Individual Manual Report c. Dollar Value Report	SD/SOB/SM	Direct	Semi-annual	The 2 latest reports to be retained. Destroy others.
41.	Supply Division	Field Depot & Accountable Station Property in Use Reports consisting of: a. Individual Manual Report b. Dollar Value Report	SD/SOB/SM	Direct	Semi-annual	"
42.	Supply Div/ORB	Militer Package File (Containing Coding, Package Sizes and Contents)	SD/ORB	Direct, as written (or Microfilm)	As written	Destroy only when instructed

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Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions
43.	Supply Div/ORB	Carton Specifications (For Weapons and Ammunition)	SD/ORB	Direct	As written	Destroy only when instructed
44.	Supply Division	Gross & Net Sq.Ft. by Location of Storage Space in Installations World-wide	SD/STB	Direct	Semi-annual	Return to be brought up to date
45.	Supply Division	Any written Division operating procedure or plans applicable to emergency relocation operations	SD/O of the Chief	Direct	As written	Destroy only upon instruction
46.	Transportation Div.	Description and Assignment of all passenger carrying vehicles and trucks within the U.S. which are charged to Acct.#100 including certificate of title number (Project M-128)	TD/HB	Microfilm	6 months intervals	Automatic destruction of microfilm authorized upon receipt of new microfilm.
47.	Trans. Division	Declarations of Trust from individuals having Agency-owned vehicles in their possession (Project M-128)	TD/HB	Microfilm	6 months intervals	Automatic destruction of microfilm authorized upon receipt of new microfilm

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48.	Trans. Division	Shipping Documentation Nomenclatures for TSS Special Items (to satisfy ICC Regs)	TD/CB	Direct	As written or revised	Destroy only when instructed
49.	Trans. Division	Code To: a. Covert Shipping Address Listing (for use in telephoning) b. List of Shipping Channels by Station Cover	TD/CB TD/CB	Direct Direct	Quarterly As prepared	Destroy when superseded Destroy when superseded
50.	Trans. Division	Port Code Designators	TD/CB	Direct	As prepared	Destroy when superseded
51.	Trans. Division	Outside Contacts Listing: a. Dept. of Defense b. Dept. of State c. Dept. of Commerce d. Dept. of Treasury e. GSA f. Dir. of Traffic, D.C. g. Commercial Airlines h. Other Commercial Firms	TD/CB	Direct	As prepared	Destroy when superseded

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52.	Trans. Division	Form Letters Used by TD	TD/CB	Direct (one copy of each)	As prepared	Destroy when superseded
53.	Trans. Division	Publications a. Campbell's Tariff b. Comprehensive Export Schedule c. Air Shipping Digest d. AF-TO-00-85-13 e. Highway Mileage Guide f. Shipping Digest g. Official Railroad Guide h. The Forwarder i. Exporter-s Encyclopedia j. Pacific Shipper k. National Motor Freight Classification l. Explosives or Other Dangerous Articles m. Rules and Regulations for Military Explosives	TD/CB	Direct	As published or revised	Destroy when superseded
54.	Trans. Division	Tables of Vehicular Allowances (Project M-176)	TD/P&C	Direct	Initially microfilmed, subsequent TVA's (After 1 Jan 1956) as written	Destroy when superseded
55.	Trans. Division	Any written Division operating procedures or plans applicable to emergency relocation operations.	TD/Off. of Chief	Direct	As written	Destroy only upon instruction

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56.	RE&C Div	Deeds	RE	Direct (Photostat)	Copy as completed	Destroy only upon instruction
57.	RE&C Div	Leases, Construction Contracts and Utility Contracts	RE	Direct (Carbon copy)	Copy as completed	Destroy upon notification of completion
58.	RE&C Div	Use Permits	RE	Direct (carbon copy or photostat)	Copy as completed	Destroy upon notification of completion
59.	RE&C Div	Deeds to Safehouses (Sealed Envelope)	RE&C/SHB	Photostats	As prepared	Destroy only upon instruction
60.	RE&C Div	Inventory List of Safehouses (Sealed Envelope)	RE&C/SHB	Direct	Prepared Quarterly	Return to OL as replaced
61.	RE&C Div	Agency Telephone Directory	AS/R&S Br.	Direct	Quarterly	Automatic destruction of directory authorized upon receipt of new directory.
62.	RE&C Div	Any written Division operating procedures or plans applicable to emergency relocation operations.	RE	Direct	As written	Destroy only upon instruction
63.	Printing Services Division	Any written Division operating procedures or plans applicable to emergency relocation operations.	PSD	Direct	As written	Destroy only upon instruction

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